

POLICY TITLE: Affirmative Action/Equal Opportunity			NUMBER 102.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>1</u> of <u>2</u>
ISSUE DATE: February 7, 1983	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 7, 1983

Policy Statement: It is the policy of the City of Houston to maintain an Affirmative Action Program of non-discrimination and to provide equal employment and economic opportunity at every level of municipal government, in all City programs and in all related activity without regard to race, color, religion, sex, national origin, age, or handicap, or due to one's status as a qualified Vietnam Era veteran or otherwise disabled veteran. It is further policy to provide each employee a work environment free of discrimination and sexual harassment.

Policy Basis: Federal, state, and local legislation and Mayor's Policy Statement on Affirmative Action dated December 14, 1982.

Policy Amplification: This policy applies to all aspects of employment and economic opportunity including, but not limited to, recruitment, selection, compensation, promotion, demotion or transfers, layoff, recall or termination, training and educational opportunities; contractors, subcontractors and vendors; the availability of facilities; and the participation in all City-sponsored activities.

Policy adherence shall also apply to any and all disciplinary actions and/or suspensions that may be awarded.

Policy Compliance: All supervisory personnel through Department/Division Director shall comply from policy date forward.

Specifically, the Affirmative Action Program requires that:

- 1) Department/Division Directors shall report on a quarterly basis their respective Affirmative Action goals and timetables and related employment activities, including specific programs and efforts to achieve departmental goals; and
- 2) Department/Division Directors shall meet with the Affirmative Action Director annually to review and evaluate specific goals and timetables; and
- 3) Department/Division Directors shall inform each of their employees of the procedures established to resolve discrimination complaints as established by the Affirmative Action Program, and in this regard, the Affirmative Action Division shall provide each department/division with a copy of the procedures for registering such complaints. Department/divisions shall then distribute or post the procedures in a manner making them as widely available to employees as possible; and

POLICY TITLE: Affirmative Action/Equal Opportunity			NUMBER 102.00
APPROVAL: Kathryn J. Whitmire, Mayor: <i>Kathryn J. Whitmire</i>			Page <u>2</u> of <u>2</u>
ISSUE DATE: February 7, 1983	REVISION DATE:	REVISION NO.	EFFECTIVE DATE: February 7, 1983

- 4) The Affirmative Action Division of the Mayor's Office shall investigate and resolve complaints alleging discrimination or retaliation on the basis of race, color, religion, sex, national origin, age, handicap, or veteran status. Department/division directors shall cooperate with the Affirmative Action Division to ensure quick resolution of complaints or implementations of recommendations. Further, department/division directors shall be expected to see that timely follow-up responses are made to recommendations from the Affirmative Action Division in the resolutions of complaints and other relevant activities; and
- 5) The Affirmative Action Division of the Mayor's Office shall develop and implement Equal Employment Opportunity training so that all officials and employees understand these policies, and departments/divisions shall arrange for appropriate personnel to participate in the Equal Employment Opportunity training offered by the Affirmative Action Division; and
- 6) The affirmative action results and achievements in any given area shall be specifically considered by the Department/Division Director in the completion of Job Performance Reviews for all supervisory personnel in his/her charge, as well as in the completion of the Department/Division Director's own Job Performance Review; and
- 7) The Affirmative Action Division and other departments/divisions shall be evaluated on the basis of accomplished affirmative action objectives rather than efforts made, as set out by Section IX of the Affirmative Action Program.

Policy Exceptions: Violations of or exceptions to this policy shall be brought to the attention of the Director of the Affirmative Action Division of the Mayor's Office who shall have the authority to develop, implement, coordinate, monitor, and enforce an ongoing program and plan of affirmative action for the City of Houston, and to investigate and determine the merits of any such violations and/or exceptions.